

Statement of Work (SOW)
Re-Connect Satellite Distribution New Embassy Compound (NEC)

1.0 Introduction:

This is a Firm Fixed Price Contract for Professional Services at the US Embassy in Djibouti, on property known as the NEC. All proposals packages must be accompanied with a work plan and project visit dates for all listed tasks within this work statement.

A. U.S. Embassy- Djibouti, Republic of Djibouti:

The original system installed in the New Embassy Compound includes a campus wide distribution for CATV; including coaxial cables, splitter, and amplifiers. The system was designed for a satellite dish at the south of the building. Since the AFN network cannot be received at this location a satellite dish, LNB, and cabling have been installed on the roof of the embassy and enter into a second floor telecommunication closet.

2.0 Scope of Work:

The intent of this work statement is to implement the proper corrective actions to the existing system in order to ensure a strong signal is available to all assigned locations throughout the New Embassy Compound. The awarded contractor must provide all Materials, Equipment and Qualified① Technician required for the successful completion of this work statement. Each stage of the project will require approval from the COR before moving to subsequent stages. Each proposal for this project will include the following steps of this work statement.

- a) (Qualified” is defined by USACE EM 385-1-1, 11.A.01.c - Electrical work involving power circuits shall be performed by Qualified Person (QP) with verifiable credentials that are familiar with applicable code requirements. Verifiable credentials consist of State, National and/or Local Licenses that a Master or Journeyman Electrician may hold (or equivalent to), depending on work being performed, and should be identified in the appropriate AHA. Journeyman/Apprentice ratio shall be in accordance with State, Local and Host Nation requirements applicable to where work is being performed.

2.1 Satellite Re- Installation Contractor Scope of Work:

Supervisory Tasks:

- 1) Meet with the Embassy Facility Manager to coordinate all scheduled work
- 2) Contractors must familiarize themselves with the existing System installed in the NEC
- 3) Provide and Install any necessary cable
- 4) Provide and Install any necessary signal splitters
- 5) Provide and Install any necessary multi-switches
- 6) Provide and Install any necessary signal combiner/de-combiner
- 7) Install a rack to hold sixteen (16) AFN and DjibSat boxes
- 8) Install ten (10) AFN boxes in the rack (**boxes provided by Embassy**)
- 9) Install six (6) DjibSat boxes (**DjibSat subscription and boxes provided by Embassy**)
- 10) Verify proper grounding IAW NFPA requirements
- 11) Provide and Install necessary male and female connectors
- 12) Provide and install power strips to connect equipment to existing electrical outlets. Notify COR if more outlets are needed.
- 13) Provide and Install properly sized UPS for backup power of 10 AFN boxes
- 14) Ensure proper operations and signal output in each building and station designated for CCTV at the NEC
- 15) Route incoming Satellite dish cable from present location into room 1218 in existing pathways for use as main signal distribution cable
- 16) Clean work areas daily when finished.
- 17) Provide necessary clearances and access request on a weekly basis

2.2 The U.S. Embassy will furnish the following items:

- 1) Ten (10) AFN boxes
- 2) Existing Dish and LNB on roof
- 3) Existing DjibSat Dish on roof
- 4) Existing cables from LNB & DjibSat to Telecom room

2.3 Specific Contractor Instructions.

- 1) Submit Qualified Person credentials with proposal
- 2) Use existing convenience outlets in the MTS for powering the AFN decoders
- 3) Identify each AFN & DjibSat box used for a specific channel
- 4) Contractor to be responsible for purchase of proper necessary equipment and materials needed but not listed to ensure connection of the system
- 5) Test all electronic parts prior to USG acceptance to ensure proper operations
- 6) Ensure proposal includes cost of other materials not listed for a complete and working project
- 7) Label all incoming and outgoing cables

3.0 Work Standards:

Work Standards: This Statement of Work requires the awarded contractor to provide qualified workers. *The contractor shall furnish all tools, test equipment, required PPE, and properly supervise all site personnel.* Contractor shall submit with their proposal personnel qualification statements describing the type of work performed, equipment worked, etc.

4.0 OTHER SITE WORK REQUIRED: None

5.0 SERVICE INTERRUPTIONS.

The contractor shall plan, coordinate, and schedule all site work with the Facilities Manager and IRM. Notification of this planned maintenance work must be made to the Management Officer (Admin). Notification shall include rooms within the building to be affected by the maintenance service work and the hours and dates. The contractor must schedule work to maintain flexibility since maintenance work may not be granted on the date(s) requested.

6.0 SITE RESTORATION:

7.0 The contractor shall ensure that all facilities receiving this work shall be left in a condition acceptable to the Facility Manager/COR

8.0 DISPOSAL OF MATERIALS REMOVED:

The contractor shall be responsible for the disposal of all trash created while performing this work statement. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

9.0 SAFETY:

Safety is the highest priority on the SOW and all OBO/CFSM/FM Projects. The contractor shall direct all those under his charge to work safely. Regular Safety Meetings shall be held among On-Site Contractor Personnel, and Safety concerns shall be brought to the attention of the Post safety and Health Officer (POSHO) and COR.

10.0 REQUIREMENTS AND DELIVERABLES:

All Site Visits and proposal of work must be completed no later than 10 February 2015. This includes subsequent Paperwork, and all final Site Visit Reports. The Final Inspection Report must outline Site Conditions, noted Discrepancies, proper Clearances, Operational Functionality, and related Safety concerns. The Contractor shall provide One Typed Summary report, written in the English language, per visit. The report is required to be in PDF format, with tabbed sections, and cannot exceed 10 MB in total size. Deliver the report electronically to Michael R. Wilson at wilsonmr4@state.gov and Courtney Strozier at stroziercb@state.gov. The report format should follow the guidelines listed below:

- 10.1** Provide a one-page Executive Summary noting SOW completion, equipment status at project completion. Note any outstanding discrepancies that were not corrected under this site visit. Note whether or not all test results were within acceptable limits.
- 10.2.** Provide a section on test results.
- 10.3.** Provide all necessary Bill of Materials (BOMs) required, note material name, part number, retail price and suggested source for all recommended or required repair/spare parts
- 10.4.** In the event of a failed part, Contractor shall provide an Analysis overview, based on professional opinion and experience, noting all site conditions, findings, and observations without shutdown of the System. Provide a professional recommendation for follow-on work to restore the systems to normal operations.

11.0 PROJECT COSTS AND TRAVEL.

This section provides the basis for payment of the Contractor, and defines those activities related to the project that will be paid directly by OBO and the Embassy.

11.1 Terms

NET30 from approved payment application.

11.2 BASIS.

The agreed upon cost of this work shall be a fixed price inclusive of all labor, equipment, materials, shipping, travel, and per diem costs.

11.3 ALLOWANCES FOR MISCELLANEOUS TIME REQUIREMENTS.

The Contractor's price proposal must allow for time delays that may be. Including but not limited to delayed access to certain building Spaces, meetings and report writing. No additional funds will be provided to compensate for additional time requirements or delays that could have been reasonably anticipated.

No additional funds will be provided for work that is not FIRST authorized by the Contracting Officer.

11.4 TRAVEL AND PER DIEM.

It is the Contractor's responsibility to understand Department of State travel rules and guidelines for Contractors prior to incurring any costs. Costs incurred in violation of established travel rules and guidelines of the Department of State shall not be paid. If a visa is required for any location it is the Contractor's responsibility to have a valid passport and obtain a visa.

11.5 PROJECT COMMENCEMENT.

The Contractor shall provide a work plan in conjunction with cost proposal.

12.0 POINTS OF CONTACT: OBO point of contact for this work is

Djibouti American Embassy
Facility Manager – Michael R. Wilson,
Phone No.: 253-77-611 229,
Email: wilsonmr4@state.gov.

POINTS OF CONTACT: IRM point of contact for this work is

Djibouti American Embassy
A-IMO – Courtney B. Strozier,
Phone No.: 253-21-45-3344,
Email: stroziercb@state.gov

**** End SOW ****